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UNIVERSITY of ILLINOIS

Galesburg Division

HANDBOOK

— FOR —

VETERANS

Fall and Spring Semesters

1947-8

OFFICE OF VETERANS BENEFITS

GALESBURG UNDERGRADUATE DIVISION

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FOREWORD

The gigantic task assigned to the VA in administering Federal benefits to veterans under such training naturally presents a myriad of questions to the veteran.

The purpose of this informational brochure is to acquaint the veteran with current procedures and applicable regulations. It is hoped thereby, to simplify required compliance and to minimize congestion of benefits.

In order to confine the informational scope of this handbook to veterans in training at this institution, only those procedures are covered which pertain to veterans in institutions of higher learning.

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I DIRECTORY:

a. **LOCAL OFFICES FOR VETERANS ASSISTANCE**

1. **University**

(a) Office of Veterans Benefits—Administration Bldg., Rm. 202—IC 325

Records of your University entrances and interruptions under Federal Benefits.

Books and Supplies under Federal Benefit.

Division of Special Services.

Subsistence Payment Information.

Special Programs of Study

General Veterans' Information.

(b) Illinois Veterans' Commission—Administration Bldg., Room 206—IC 351

Tracers on delayed Subsistence.

Disability Claims.

Proof of Marriage and Dependency.

Application for Certificates of Eligibility.

National Service Life Insurance.

Out-Patient Medical and Dental Treatment.

Notary Service.

Illinois State Bonus.

General Veterans Information.

2. **Galesburg**

Veterans Administration (Contact and Training officers)
2nd Floor—Bondi Bldg.—Kellogg & Main—Tel. 3789

Certificate of Eligibility Application.

Contact for all Veterans Administration benefits and procedures.

Veterans Administration supervision of all Public Law 16 trainees.

Approval for change of course or college or transfer to another institution.

Illinois State Employment Service—272 E. Simmons St.—Tel. 4471.

Employment of Veterans and unemployment compensation.

Illinois Veterans' Commission—4th Floor—Hill Arcade—Kellogg & Main—Tel. 1597-6

State Rehabilitation—Mr. Paul Briggs—210 Peoples Bldg.

b. **OTHER PERTINENT OFFICES**

Veterans Administration Regional Office—366 W. Adams, Chicago 6, Ill.
Veterans Administration Sub-Regional and Advisement Center—517 Fulton Street, Peoria, Illinois.
Veterans Administration Insurance Branch Office No. 7—615 W. Van Buren St., Chicago 7, Illinois.
Veterans Administration Advisement Center—Western Illinois State Teachers College, Macomb, Illinois.

II OFFICE FUNCTIONS

1. OFFICE OF VETERANS BENEFITS

A. This office is not a Veterans Administration office. It is a University Staff office which administrates the process of training of student veterans under Federal Benefit. Liaison is thereby furnished between the Veterans Administration and the veteran for the training period at this institution.

B. Division of Special Services for War Veterans (DSSWV)

This function is an agency thru which the University assists the veteran's special needs of education aims, adjustments and determination of curriculum. Its main purposes are:

a. To provide a medium through which they can meet subject matter deficiences or grade-point requirements necessary for transfer to the college or school in which they wish to receive a degree.

b. To enable them to secure a degree from the U. of I., in the D.S.S.W.V., in cases where meeting the requirements of another school or college involves special hardship, or where their objective cannot be attained through the curriculum of any other school or college.

c. By enabling them to pursue a course of study for a definite period of time, less than that required for a degree, in a field of specialization which will improve their job opportunities.

C. Books and Supplies:

This office also administrates the procedure of furnishing books and supplies to veterans under Federal Benefit. (See Procedure for Veterans under Federal Benefit, Sec. III—Paragraph 3.)

2. ILLINOIS VETERANS' COMMISSION

The Illinois Veterans' Commission office is established and specifically designed by the State to assist student veterans in institutions of higher learning. The service is not confined to residents of Illinois and any student veteran may utilize it. For detailed services of this office, see the directory section of this brochure.

III PROCEDURE FOR VETERANS UNDER FEDERAL BENEFIT

1. GENERAL

The certificate of eligibility which you turned in here is also valid for training at the Urbana campus or at Navy Pier, if you transfer. It is of no value at another school or training establishment. If you transfer to Urbana or Navy Pier you must file written request with this office to transfer the certificate and attending records. If no change of course or college is

involved, no further contact with the VA need be made.

Should you transfer to a school other than the University of Illinois, you must apply to the Veterans Administration for a supplemental certificate. This application must be accompanied by a letter of your standing here and a letter of acceptance from the new institution. In addition, Veterans Administration Form 7-905, must be executed, signed by you and a VA training officer and forwarded with application form 1950 to VA in Chicago to authorize a change of institution and request supplemental certificate.

2. **CHANGE OF COURSE* AND/OR COLLEGE**

If you change your course so that a change of college, of a course, or both occurs, which does not concur with the original course certification made by the school to the VA, you must request VA approval for such change. This may be done as follows:

a. Get the approval of the Assistant Dean to make the change.

b. Go to the Veterans Benefits Office to make up VA Form 7-905, Request for Change of Course. (Some course changes do not require VA approval but this must be determined at this point.)

c. Return to Assistant Dean's office to com-

*"Course" is the VA interpretation of curriculum.

plete the change. Similarly, if at a future registration you change to a new course at this or a different institution you must make up the 7-905, to be channeled through the appropriate Veterans Benefits Office and signed by the VA training officer of the area. Do not confuse Veterans Administration approval of course change with the University approval. **All** course changes must first meet with University approval.

3. BOOKS AND SUPPLIES

All books, equipment and supplies required for training of other students are furnished you by the Veterans Administration. Such required material has been established and standardized at this institution. The order book furnished you at registration is used for this purpose. Expendable supplies up to $5.00 per semester may be acquired as needed by use of the order book.

All books, equipment, and non-expendable supplies become your property on completion of the course. Should you withdraw or otherwise fail to complete a course, the books and equipment become Veteran Administration property and must be returned to the office of Veterans Benefits.

4. LEAVE PERIODS AND ELIGIBILITY

In accordance with a Veterans Administration directive, all students under Public Law 346 are to be paid subsistence, and eligibility charged, for periods up to 15 days between the 1st and

2nd semesters and for 15 days beyond the 2nd semester closing date.

Where the expiration date of eligibility falls at a date when the major portion of a term has been completed, the VA will carry the veteran to the closing date of the term. If your eligibility is close you should interrupt thirty days prior to these leave periods and save the eligibility.

Our record of the expiration date of your period of entitlement is not complete because prior leave periods cannot be ascertained. Necessarily then, our record is based on the assumption that you are in continuous training, in calendar days, for the total entitlement. This is very seldom true and it is necessary to determine, from your records and those of the VA, your remaining eligibility.

5. PERSONAL RECORDS

You should maintain your own record of standing with the VA to include copies of all possible correspondence, of checks received, of exact dates of training, of GI insurance, etc. It is frequently necessary to refer to past transactions and you should be able to substantiate any request or appeal you wish to make.

IV SUBSISTENCE ALLOWANCE PROCEDURE

1. INITIAL RECORDS

Subsistence payments are initiated for students under Public Law 346 based on the certificate of eligibility you submit to the institution, and the Estimate of Compensation VA Form 7-1961. Veterans training under Public Law 16 are so

authorized under special contract by letter of authorization.

2. The following schedule obtains as minimum academic hours for subsistence payments:

	Full Subs.	¾ Subs.	½ Subs.	¼ Subs.	No Subs.
16 Week Semester					**Less than:**
Undergrad.	12 sem. hrs.	9-11 Sem. hrs.	6-8 Sem. hrs.	3-5 Sem. hrs.	3 sem. hrs.
Graduate	3 units	2½ units	1½-2 units	1 unit	
12 Week Semester					
Undergrad.	9 sem. hrs.	7-8 sem. hrs.	4½-6 sem. hrs.	3-4 sem. hrs.	3 sem. hrs.
Graduate	2 units	1¾ units	1½ units	¾ unit	¾ unit
8 Week Semester					
Undergrad.	6 sem. hrs.	4½-5½ sem. hrs.	3-4 sem. hrs.	2-2½ sem. hrs.	2 sem. hrs.
Graduate	1½ units	1¼ units	¾-1 unit	½ unit	½ unit

Veterans are cautioned to consult this schedule at registration and at any subsequent time that they contemplate dropping a course.
University non-credit courses of Math A and G and Rhet O will count toward subsistence credit with the Veterans Administration.
Courses which are repeated will not count toward subsistence credit.

3. **RECORDS OF MARRIAGE**

Married students must first claim married status subsistence. This is usually done in Section C of the certificate by checking married status. If you fail to do this, or marry after the certificate is returned to the Veterans Administration, you can do it by letter stating the date you were married and wish to claim subsistence accord-

ingly. Then, you must also submit proof within 60 days by forwarding a certified copy of the public record of your marriage and, a completed affidavit of marital status, VA Form 686c. If you send a photostat it **must show proper certification** of the legal office **from which it was issued.**

4. **SUBSISTENCE CEILINGS & ESTIMATES OF COMPENSATION (VA 7-1961):**

In order to draw full subsistence of $65.00 or $90.00, your earnings from productive labor may not exceed $110.00 per month.

In the past this was reported by a periodic report of earnings. This has been abandoned for full time students*. All full time students now receive subsistence based on the Estimate of Compensation VA Form 7-1961 which is filed at registration to account for earnings for the remainder of the training year, usually from September until June. No further report will be required if you remain a full time student. If you drop to below 12 hours you will be required to file the Report of Earnings which will be mailed to you for completion and return.

5. **REFILING ESTIMATE OF COMPENSATION**

You must refile the Estimate of Compensation under the following conditions:

*If contrary to this policy, you receive a report of earnings from the Veterans Administration, you are advised to complete and return the form at once as it may bear on a prior period.

a. If your rate of subsistence, according to the minimum schedule, is varied by an increase or decrease of course load.

b. If your compensation from productive labor changes during your training period (by employment, etc.).

6. ERRONEOUS SUBSISTENCE PAYMENTS

For various reasons, students sometimes receive checks in amounts which are questionable. Do not return the check at once. If you do, it must be returned to the U. S. Treasurer for cancellation which requires up to sixty days, and your subsistence is meanwhile suspended.

In most cases, it is advisable to cash and use the check after first making personal record of the amount, the check number and its date of issue. The best record is to deposit the check to a banking account where a photograph is made. Then, write the Veterans Administration, reviewing the circumstances and request instructions regarding any future action necessary by you. It would be well to review actual training dates with your veterans advisor before writing the VA.

V PUBLIC LAW 16—VOCATIONAL EDUCATION

1. ELIGIBILITY

Any World War II veteran who has been awarded payable pension for a disability by virtue of his service, and other things equal, is entitled to educational Federal benefits under Public Law 16.

A considerable number of such students are presently enrolled here. A number of such veterans at this institution are qualified but are unacquainted with this special consideration and have not applied for the benefit. Interested students should apply through the IVC office. For further general information about the law you should consult a veteran's advisor.

2. PROCEDURES FOR P. L. 16 TRAINEES NOW ENROLLED.

One of the provisions of Public Law 16, 78th Congress, under which you are classified for training, charged the Veterans Administration with the responsibility of administering the procedure of the law. All P. L. 16 trainees:
Hence the following regulations are presently effective for Public Law 16 trainees:

a. The trainee must pursue the course set forth on the current letter of Authorization, Form 904, presently on file with the school. Any approval of deviation from that objective must be issued by the Veterans Administration Training Officer serving this institution.

b. You must contact the Training Officer at least once a month. This is usually done by the Training Officer's notification to you to meet him. If you fail to do this you jeopardize your training under Public Law 16. If you cannot meet the appointment, prior notice of that fact should be given.

c. Since the period of eligibility for training under Public Law 16 is based on an average

work load, you must average 15 semester hours work per semester in order to finish your training within the established time limit. That is, assuming you attend this institution two years, you must have earned 60 semester credit hours toward your objective. You should arrange your program at registration time to meet this requirement.

d. A regulation of the Veterans Administration, in the event your pension is reduced to 0%, allows continued training under Public Law 16 provided unauthorized interruption does not occur at any time. You must be very careful under these circumstances not to interrupt your training, even for the summer session, without prior approval of the Training Officer of this area.

The above regulations are the more important ones pertinent to Public Law 16 trainees. There may be others peculiar to your own case and you should be very sure of your action and the subsequent approval of the Veterans Administration Officer before you initiate any proceedings which might jeopardize future training under the law. If you wish to meet with the Training Officer at any time other than that specified by him, you may make an appointment through the Veterans Benefit Office.

VI WITHDRAWAL

If you are forced to withdraw from school during a term, you will be required to clear through the Veterans Benefits Office. At that time you will

make up a form which will interrupt your training under Federal benefit as of the last date you attended class. It is also required that you return books and supplies as stated in Sec. III, paragraph 3.

Provided you leave in good standing, you do not jeopardize future training under Federal benefit. If you contemplate entering a different institution at a future date you follow the procedures for transfer outlined in Section III, Paragraph 1.

If you are dropped or withdraw for scholastic reasons you may request guidance tests of the VA. A re-evaluation will determine your possible re-entrance to either on-job or institutional training under Federal benefit.

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